

NASA Glenn Research Center  
Cleveland, Ohio

December 9, 2004

TO: Glenn Civil Service Employees

FROM: Office of Human Resources and Workforce Planning

SUBJECT: Application for Voluntary Separation Incentive (Buyout)

The Voluntary Separation Incentive (Buyout) Plan submitted to Headquarters on September 14, 2004, has been approved. As a result, the Glenn Research Center is now authorized to conduct a buyout with the primary objective being to facilitate the rightsizing and rebalancing of skills in order to better position the Center to be more competitive and play a significant role in support of the President's Exploration Vision.

The Center completed an assessment of the competencies required for our programs and projects for fiscal years 2007 and 2010. This assessment was based on our current understanding of the program requirements. Our analysis identified 15 competency areas where our current staffing levels significantly exceed the outyear requirements. The total buyout will not exceed 148 positions. The 15 competency areas are:

- Engineering and Science Support
- Propulsion Systems and Testing
- Research Facility Planning
- Advanced Materials and Processing Science
- Analytical and Computational Structural Methods
- Combustion Science
- Commercial Technology
- Electron Device Technology
- Control Systems Guidance & Navigation
- Mechanical Systems
- Structural Systems
- Software Engineering
- Administrative Support
- Human Resources
- Financial Management

More specifically, the plan is as follows:

**Geographic Location: Lewis Field, Cleveland, Ohio (except where noted by \*)**

<b>Organization</b>	<b>Series/Grade(s)</b>	<b>Buyout Pool</b>	<b>Buyouts Offered</b>	<b>Category</b>
Aeropropulsion Research Program Office, Aeronautics <i>and</i> Research and Technology Directorates	GS-806, 861, 892, 893, & 1310 Grades 9-15	61	7	Advanced Materials and Processing Science
Office of Acquisition, Research and Technology, Space, Engineering and Technical Services, <i>and</i> Safety and Mission Assurance Directorates	GS-802, 850, 856, 861, 1101, 1152, 1311, 1601, 1640, 1670 & 1910 Grades 5-15	320	75	Engineering and Science Support
Office of the Director, Aeronautics <i>and</i> Research and Technology Directorates	GS-801, 830, 850, 854, 861 & 1310 Grades 9-15/ST	66	20 *	Propulsion Systems and Testing
Technical Services Directorate	0801, 0810, and 0855 Grades 13-15	25 **	3	Research and Facilities Planning
Research and Technology Directorate	806 & 861 Grades 13-15	9	2	Analytical and Computational Structural Methods
Research and Technology <i>and</i> Space Directorates	861, 893 & 1310 Grades 13-15/ST	34	9	Combustion Science
Engineering and Technical Services <i>and</i> External Programs Directorates	301 & 801 Grades 13-15	8	1	Commercial Technology
Research and Technology Directorate	855 & 1310 Grades 12-15	12	2	Electron Device Technology
Research and Technology <i>and</i> Engineering and Technical Services Directorates	801 & 861 Grades 9-15	13	3	Control Systems, Guidance and Navigation
Research and Technology <i>and</i> Engineering and Technical Services Directorate	801, 806, 830 & 861 Grades 11-15	32 *	5	Mechanical Systems
Aeronautics, Research and Technology, <i>and</i> Engineering and Technical Services Directorates	806 & 861 Grades 7-15/ST	31	7	Structural Systems

<b>Organization</b>	<b>Series/Grade(s)</b>	<b>Buyout Pool</b>	<b>Buyouts Offered</b>	<b>Category</b>
Engineering and Technical Services Directorate	850, 854, & 1550 Grades 9-15	65	10	Software Engineering
Office of the Director, Office of the Chief Financial Officer, Office of Human Resources & Workforce Planning, Office of Acquisition, Aeronautics, Research and Technology, Space, Engineering and Technical Services, Safety and Mission Assurance, <i>and</i> External Programs Directorates	301, 303, 318, 326, 344, 399, 986 & 1720 Grades 3-12	87	2	Administrative Support
Office of Human Resources and Workforce Planning	201, 203, & 301	30	1	Human Resources
Office of the Chief Financial Officer	301, 501, & 510	24	1	Financial Management
Totals:		814	148	

**\*Buyout opportunity limited to Aeropropulsion Series, NCC 720-04 and 720-60**

**\*\*Includes one position at Plum Brook Station, Sandusky, OH**

Our plan for separation incentives (buyout amounts) will, as in the past, be the maximum allowable by law (i.e., up to \$25,000).

In order to be eligible for the buyout, you must be included in the above listed competencies, either as a primary or secondary competency. Questions pertaining to your listed competency should be addressed, through your supervisor, to Ms. Frances Cook, Work Force Planning Program Manager, at 3-2502.

The initial buyout application window will open and applications will be accepted (**as soon as practical following receipt of approval**). Applications will be accepted through December 22, 2004. Employees to which the buyout will be offered will be notified the week of December 28, 2004. Separations could begin as early as December 31, 2004, but not later than January 3, 2005. Buyouts will be approved for eligible applicants up to the maximum number for each specific job category. If the number of eligible applicants exceeds the allowable number for any category, priority will be given to those employees with the earliest Federal service computation dates within the category.

If, at the end of the initial buyout application period, the number of eligible applicants is less than the allowable number for any category, the application period may be extended or reopened for covered employees until the maximum number of allowable buyouts is reached.

The buyout legislation excludes from eligibility, re-employed annuitants, employees in receipt of a specific notice of involuntary separation for misconduct or unacceptable performance, and employees who previously received a buyout under any authority. Employees applying for disability retirement are also ineligible.

Application forms are available on the Office of Human Resources and Workforce Planning Web site at <http://www.grc.nasa.gov/WWW/OHR/Buyout/>. You will need to choose the appropriate forms based on your retirement system, either CSRS or FERS. Please download the form packages, complete the forms included in this package and turn them in no later than 4:30 p.m., December 22, 2004, to the Employee Benefits Office, Building 500, Room 1214. Annuity calculations, as well as the calculation for the Separation Incentive, are available for you to print at the following Web site: <http://benefitstatement.nasa.gov/html/index.htm>.

Employees accepted for the Buyout/Early Out are expected to report to the DEB Auditorium for Exit Clearance Processing at 9:30 a.m., December 29, 2004. Representatives from the offices identified on the Employee Separation Clearance Record, NASA C-432a, will be available in the DEB Cafeteria, December 29, 2004, at 10 a.m. to finalize completion of that form.

Employees not immediately accepted for the Buyout will be held on a waiting list. As eligible applicants withdraw or decline, those on the waiting list will be notified as they become eligible. In fairness to your fellow employees, we request that if you are not seriously intending to separate with the buyout that you refrain from submitting an application.

An individual who has received a voluntary separation incentive payment under this authority and accepts any employment for compensation with the Government of the United States within 5 years after the date of the separation on which the payment is based shall be required to pay the entire amount of the incentive payment. In this context, "employment" includes working for a contractor in a way that creates a personal services relationship to the Government. To preclude the creation of such personal service relationships, in previous buyouts the Center has not permitted employees who have taken a buyout and gone to work for a Center contractor to have a duty station on the Center. While the commitment to avoid creating personal service relationships still remains the same, the Center will no longer preclude employees who accept a buyout from working for a Center contractor on site.

The Office of Personnel Management has approved a blanket waiver allowing employees who do not meet the minimum 5 years of Federal Employees Health Benefits (FEHB) to continue their coverage upon retirement. OPM will grant pre-approved waivers to employees who have been:

- Covered under the FEHB Program continuously since the beginning date of the agency's latest statutory VSIP authority, or OPM-approved VSIP or VERA authority; and
- Retire during the statutory VSIP or OPM-approved VSIP/VERA period; and
- Receive a VSIP; or
- Take early optional retirement; or
- Take discontinued service retirement based on an involuntary separation due to RIF, directed reassignment, reclassification to a lower grade, or abolishment of position.

All information and application forms are available on the Office of Human Resources and Workforce Planning Web site at: <http://www.grc.nasa.gov/WWW/OHR/buyout/>.

Questions regarding application for buyout and retirement should be directed to Mrs. Carol J. Mehallick or Ms. Therease C. Ross, in the Employee Benefits Office at extension 3-2507 or 3-8550, respectively.

/s/

Robyn N. Gordon